



How to Register/Log in:

1. Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar:
 - www.myschoolbuilding.com
 - Enter the District's account number: 276207923 then click **Submit Organization**.

https://www.myschoolbuilding.com/myschoolbuilding/myorganization.asp

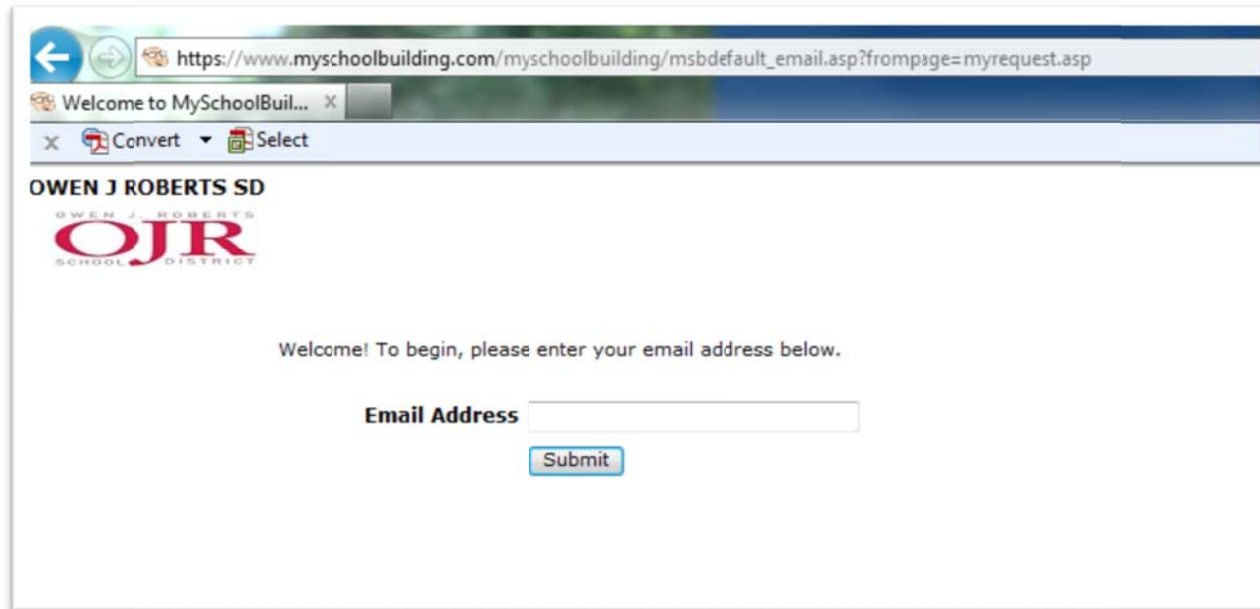
Select Organization

Organization Account Number 276207923

Submit Organization

Helpful Information: You can create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon on your desktop. You can double click it the next time you want to sign in.

2. You will be prompted to enter your email address then click **Submit**. If you have been to this website before and have entered a schedule request into the system, you are already registered as a user. Enter your email address then proceed to **How to Submit a Request**.



https://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=myrequest.asp

Welcome to MySchoolBuil...

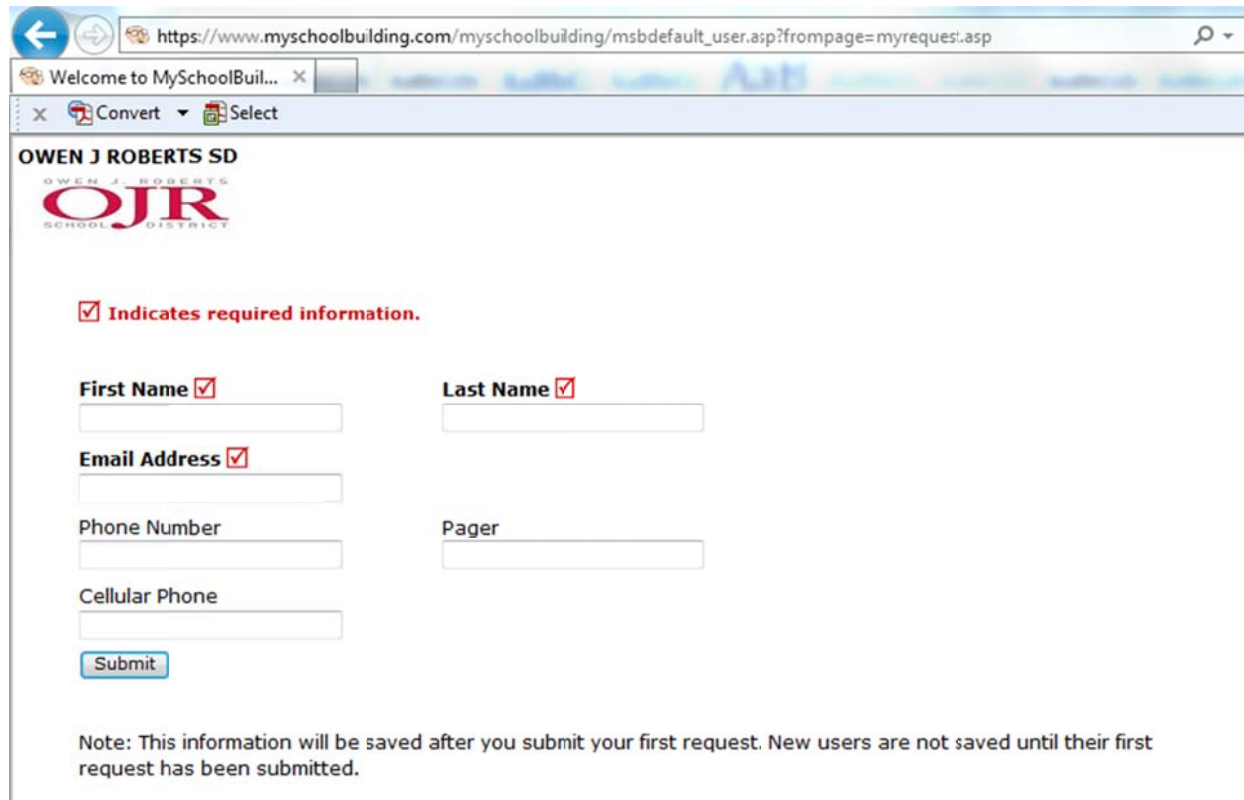
Convert Select

OWEN J ROBERTS SD
OWEN J. ROBERTS
OJR
SCHOOL DISTRICT

Welcome! To begin, please enter your email address below.

Email Address

3. If you are a new user, the system will not recognize you right away. Enter your name to proceed with the registration process. Click **Submit** to continue.



The screenshot shows a web browser window with the URL https://www.myschoolbuilding.com/myschoolbuilding/msbdefault_user.asp?frompage=myrequest.asp. The page title is "Welcome to MySchoolBuil...". The Owen J Roberts School District logo is displayed at the top. A legend indicates that a red checkmark in a box signifies required information. The registration form includes fields for First Name, Last Name, Email Address, Phone Number, Pager, and Cellular Phone, each with a red checkmark indicating it is required. A "Submit" button is located at the bottom of the form. A note at the bottom states: "Note: This information will be saved after you submit your first request. New users are not saved until their first request has been submitted."

OWEN J ROBERTS SD
OWEN J. ROBERTS
OJR
SCHOOL DISTRICT

☒ Indicates required information.

First Name ☒

Last Name ☒

Email Address ☒

Phone Number

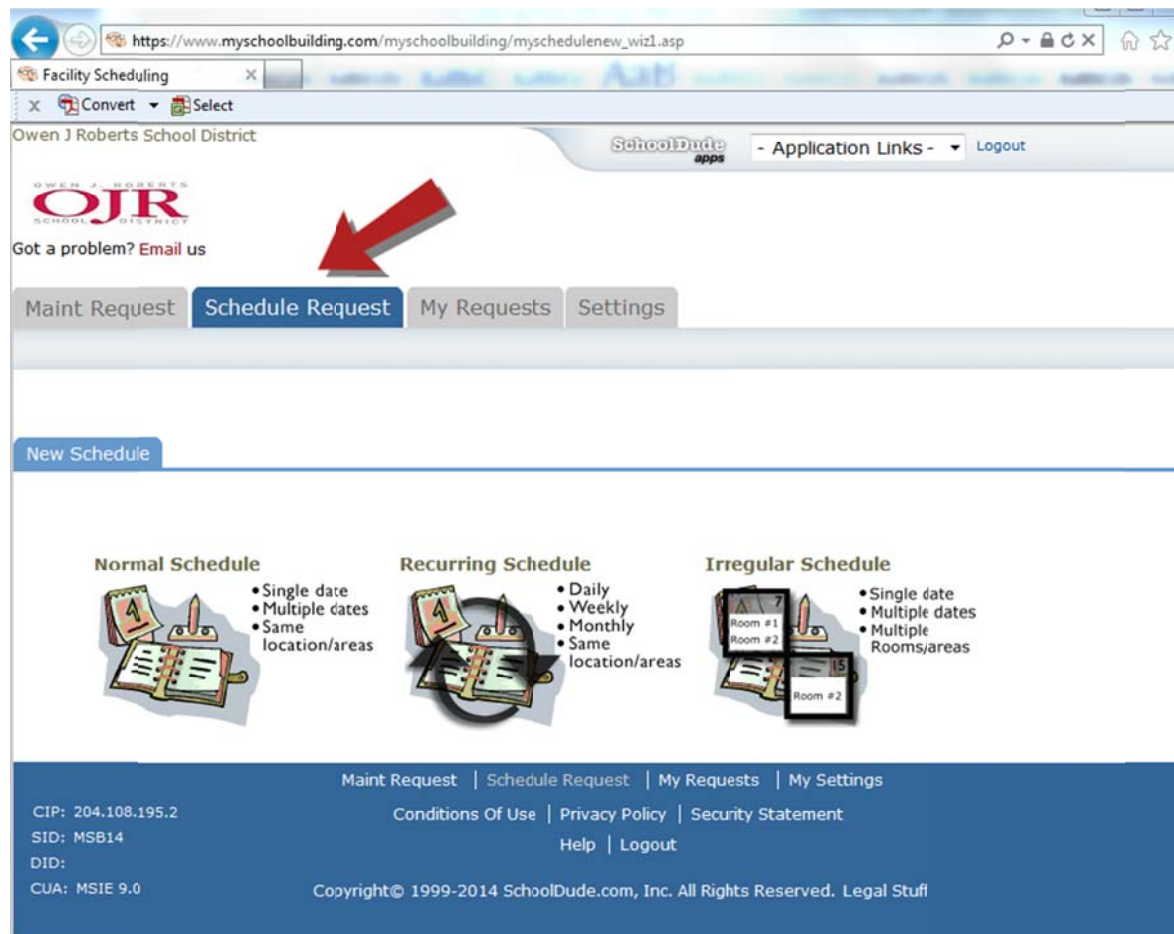
Pager

Cellular Phone

Note: This information will be saved after you submit your first request. New users are not saved until their first request has been submitted.

How to Submit a Request:

1. Click on the Schedule Request tab (*system defaults to "Maint Request" Tab*) if you do not see the screen below. Select your schedule type.
 - A **Normal** schedule can be for a single date or multiple dates, but each event will be in the same location/room at the same time of day. You can add up to 20 dates on a normal schedule.
 - A **Recurring** schedule would be used for an event that takes place on a regular basis. These events will also be in the same location/room at the same time of day. You can enter up to 100 dates on a recurring schedule.
 - An **Irregular** schedule can be used for single or multiple dates. Each event can take place in different rooms and at different times, if needed. You can add up to 20 dates on an irregular schedule.



2. When entering a schedule, any field with a red checkmark ☒ beside it is a required field. The system will not save your request if the information is not filled out.

- Enter the **Event Title**.
- Click on the drop down menus beside **Location** and **Room** to select the spaces that are needed.
- Choose your **Event Dates** by clicking on the date in the calendar box to the right. You can click on the black arrows in the calendar box to change months.
- Click on the button to verify you are not double booking a room.
- Choose your **Start Time/End Time**. You can click on the black arrows in the boxes to change time and AM/PM. **Be sure to check AM/PM – default is PM.**

The screenshot shows a web-based event scheduling form. It includes fields for Event Title, Event Description, Area, Location, Building, and Rooms. There are also buttons for 'View Bookings' and 'View Room Details'. The Event Date(s) section features a list of dates and a calendar view for October and November 2012. The Start Time, End Time, Setup Begin Time, and Breakdown End Time are selected using dropdown menus. The Duration is set to 4 hours and 00 minutes, spanning over 1 day. A 'Check Availability' button is present at the bottom.

☒ **Event Title** Meeting

Event Description

Area -- Select Area --

☒ **Location** Location A

☒ **Building** --Select Building--

☒ **Rooms** Baseball Field #1
Athletic Spaces | Field 1
Athletic Spaces | Gym
Room 100
Room 205

(Use the CTRL key to select multiple rooms.)

☒ **Event Date(s)**

11/12/2012
11/13/2012
11/14/2012
11/15/2012
11/16/2012

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

☒ **Start Time** 4 00 PM


End Time 8 00 PM

Setup Begin Time 4 00 PM

Breakdown End Time 8 00 PM

☒ **Duration** 4 hours 00 minutes. Spans over 1 days.

NOTE: The boxes beside **Duration** and **Spans** (show below the Setup/Breakdown time) typically will not need to be changed. Spans over should be left as 1 day unless you are requesting an overnight event. The duration automatically calculates according to the start and end time that you enter. Also make sure that you are selecting **AM** or **PM** for the correct time of day.

3. Enter any **Additional Information, Organization Information, Insurance Information, Setup Requirements,** and **Rental Requests** that may appear on the form. Remember, make sure to fill in all required fields marked with a red checkmark .

Setup Requirements

Note: Tasks already generated for events will not reflect changes in service description.

Required Maintenance Services	Service description
<input checked="" type="checkbox"/> Custodial	Generates an email to Building Custodian
<input checked="" type="checkbox"/> Food Services	Generates an email to food Service Department/Chartwells
<input checked="" type="checkbox"/> Housekeeping	Generates an email to Housekeeping Supervisors
<input checked="" type="checkbox"/> Security	Generates an email to Chief of Security

Required IT Services	Service description
<input checked="" type="checkbox"/> Audio / Visual	Generates an email to HS/MS AV Specialist (Elementary N/A)
<input checked="" type="checkbox"/> Equipment	
<input checked="" type="checkbox"/> General	
<input checked="" type="checkbox"/> Miscellaneous/Questions (IT)	Generates an email to Technology Department

Note:

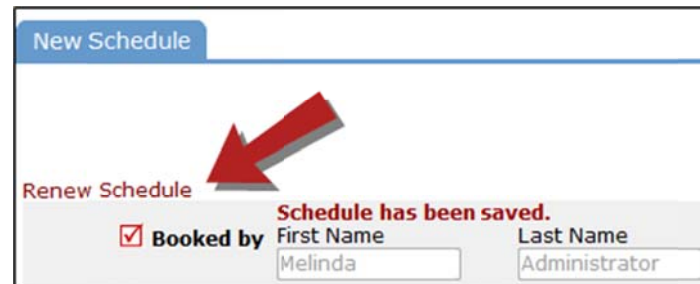
- Insurance Information will populate automatically if you select an existing organization such as "High School Staff." If you are creating a new organization you will need to complete insurance information.
- Set-up Requirements generates an email to specific people as noted above. You need not provide detailed information in "Service description" but you may utilize this location to note special needs/request.

4. At the bottom of the page you will be prompted to enter the **Submittal Password** of **ojrsd**. Click **Save** to submit your request.



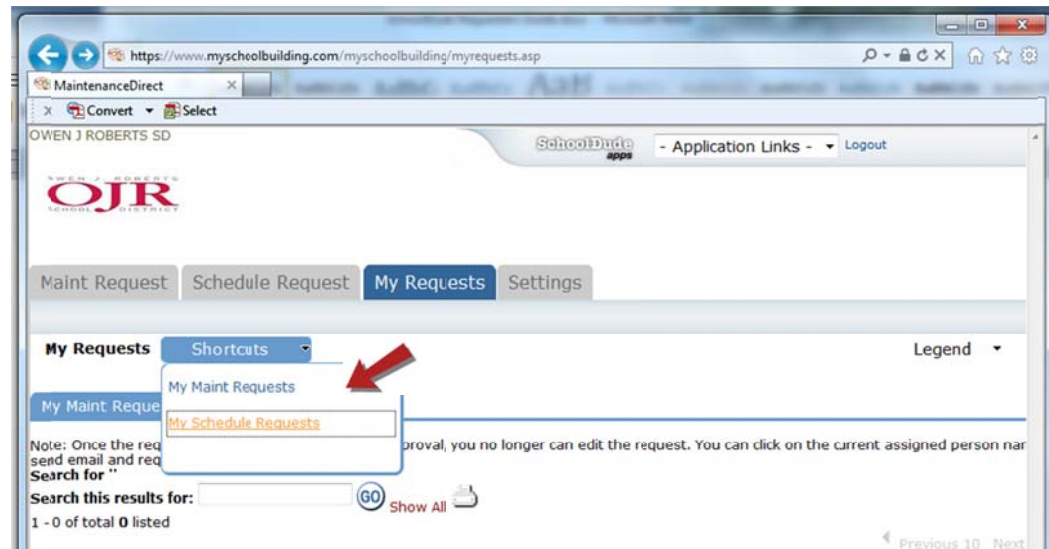
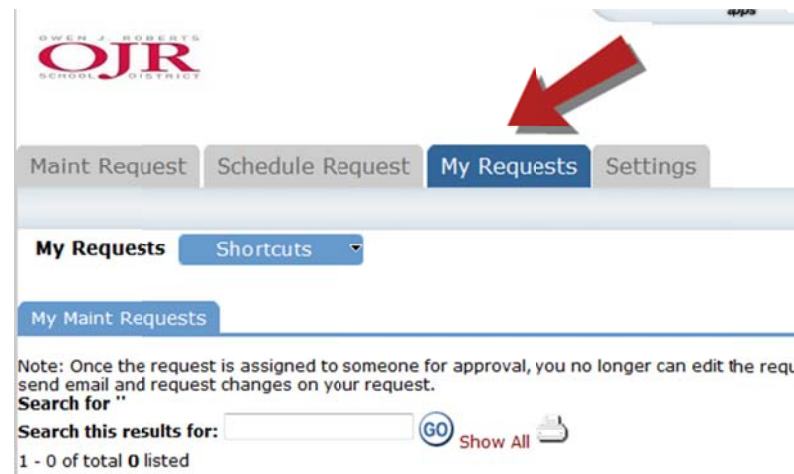
A screenshot of a web form for password submission. It features a checkbox labeled "Password" which is checked, followed by a text input field containing the text "ojrsd". Below the input field are two buttons: "Save" and "Reset".

Note: If you have multiple schedule requests to enter at one time, you can use the Renew feature to save you time. Once you have submitted the first request, scroll to the top of the screen and click on **Renew Schedule**. This feature acts as copy button and will copy all the information, except for event dates, from the schedule that you just submitted into a new schedule request form. Because it is a new schedule, you will be able to update any of the necessary fields and add the new event dates.



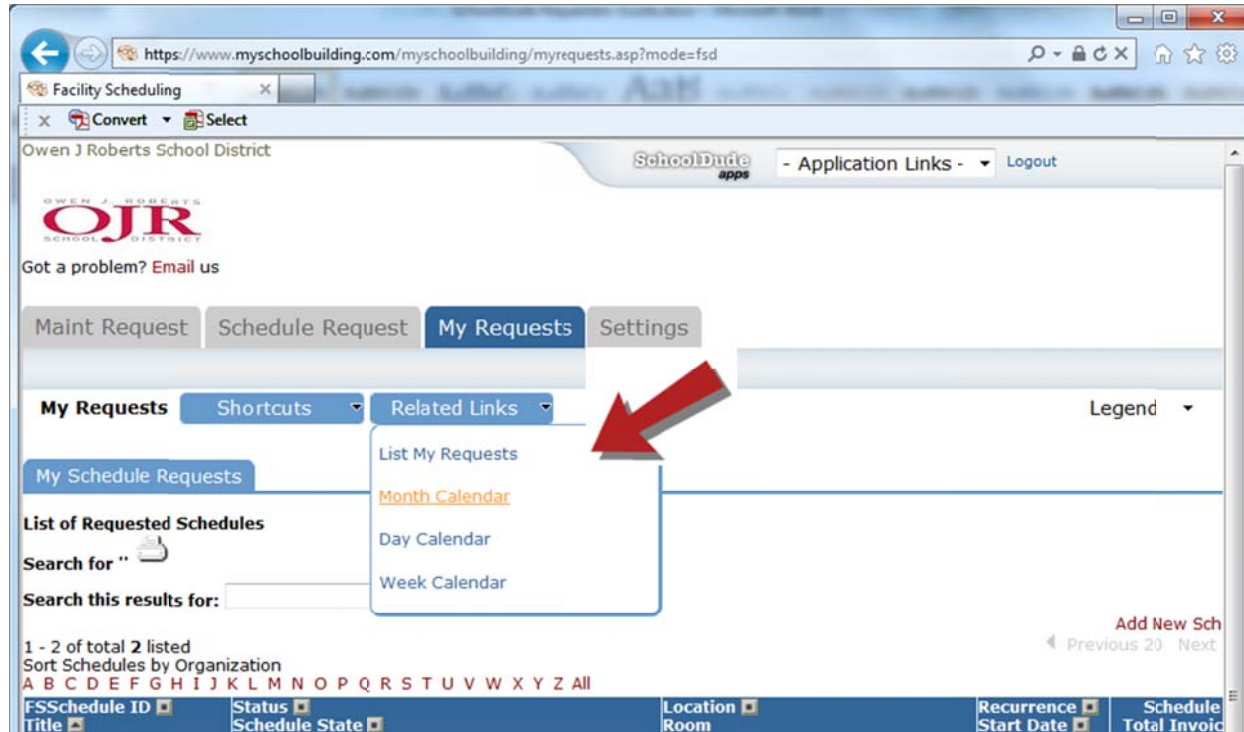
A screenshot of a web form titled "New Schedule". At the top left, there is a button labeled "Renew Schedule" with a red arrow pointing to it. Below this button, there is a checkbox labeled "Booked by" which is checked. To the right of the checkbox, there are two text input fields: "First Name" with the value "Melinda" and "Last Name" with the value "Administrator". Above these fields, a message in red text states "Schedule has been saved."

5. You can review any requests that you have entered into the system. Click on the **My Requests** tab then hover your mouse over the **Shortcuts** link and click on **My Schedule Requests**. You will be able to see when your request has been approved, declined, etc. You are also able to print-out a listing of your requests by clicking on the printer icon.



How to View the Calendar

1. You can view an event calendar while in the **My Requests** section. Hover your mouse over **Related Links** (next to the Shortcuts link) then click on **Month Calendar**, **Day Calendar**, or **Week Calendar**.



2. When accessing the month calendar, for example, the default view will be on the current month/year. You can change either of these by clicking on the blue down arrows. The calendar will not display any events at first. Select from the **Location** drop down menu then click **Refresh Calendar**. You can also filter your calendar view according to room, organization, etc. The more items you select, the more your calendar will be filtered.



The screenshot shows a web-based calendar interface. On the left, under the heading "Select Month/Year", there are two dropdown menus: "October" and "2012". A red arrow points to the "October" dropdown. Below these is a list of months from January to December, with "October" highlighted in blue. To the right of this list is a red text box containing the message: "S: To display schedules on the below calendar, please search criteria shown on the right and then click 'Refresh'". On the right side of the interface, there are several filter dropdown menus: "Area" (set to "-- Select Area --"), "Location" (set to "Location A"), "Building" (set to "-- Select Rooms --"), and "Room" (set to "Room 100"). Below these is a note: "(Use the CTRL key to select multiple rooms.)". Further down are "Start Time" (set to "1 00 AM and greater"), "Event Status" (set to "ALL events"), and "Organization" (set to "-- Include ALL Organizations --"). At the bottom right is a button labeled "Refresh Calendar". A red arrow points to the "Organization" dropdown.

3. The items that you will see on the calendar are the event titles. If you would like more information about a particular event, simply click on the title to view the details. There is a Legend under the calendar which indicates what the dots and symbols to the left of the event title represent.